

# Welcome to CMS

An Orientation Program for Central Management Services Employees

In order to assure your good start as an employee of this agency, this one-day program has been developed to assist you in gaining a better understanding of our agency and your rights and responsibilities within it.

# CMS

## WHO SHOULD ATTEND:

This is a mandatory session for any employees new to Central Management Services and open to any employee interested in learning more about their role in this agency.

## EMPLOYEE ORIENTATION PROGRAM HIGHLIGHTS:

- Organizational structure
- Policies and procedures
- Personnel issues
- Expectations of its employees

Broadcast monthly via video conference from the  
Capital City Center, 130 West Mason, Springfield to the  
James R. Thompson Center, 100 West Randolph, Chicago.

9:00 am—5:00 pm

This program fulfills the requirements for HIPAA training.

Seating is limited and assigned on a first-come-first-serve basis. Please review the training schedule found on our website and reserve your place by mailing or faxing a completed registration form to:

**Division of Technical Services and Agency Training and Development**

**Agency Training Section**

**500 Stratton Office Building**

**Springfield, IL 62706**

**FAX: (217) 558-0048**

**[www.state.il.us/cms/2\\_servicese\\_educ](http://www.state.il.us/cms/2_servicese_educ)**

**Please do not encourage your employees to attend training if they are not registered.**